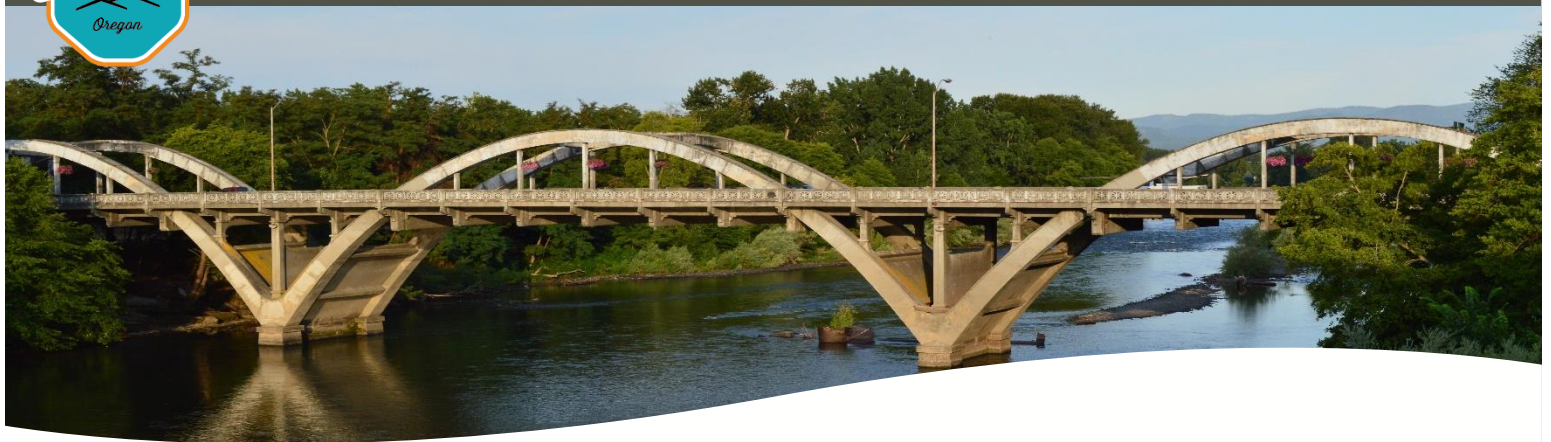




CITY OF GRANTS PASS - JOB OPPORTUNITY SUMMER TEMPORARY HELP

HOURLY RATE \$13.50 - \$15.50



Application deadline:

**June 13, 2022
At 5:00 p.m.**

APPLY ONLINE TODAY

www.grantspassoregon.gov

**POSITIONS ARE AVAILABLE IN
VARIOUS DEPARTMENTS FOR OUR
2022 SUMMER TEMPORARY HELP.**

NOTE: Minimum age to apply is 16. Age
restriction of 18 applies to flaggers and
driving City Vehicles.

**Recruitment will remain open until June
13, 2022, unless
positions are filled before this date.**



FINANCE: We are looking for an enthusiastic and detail-oriented person. This person will assist in office tasks to include but not limited to filing, organizing, assembling budget books, data entry, and cash handling. The ideal candidate will have excellent communication skills, take direction from staff, be self-motivated, and be comfortable performing work using a variety of computer programs. The position will work Monday thru Friday from 8.a.m.-5 p.m. with a one hour unpaid lunch period.

PARKS: Grounds maintenance, empty trash cans, pick up loose trash, mow and edge lawns, operate a weed eater, clean sidewalks and shelters with blowers, dig up sprinklers and valves, and prepare shelters for weekend events.

FACILITIES MANAGEMENT: Are you interested in what makes things tick, problem solving, and improving operations and appearances of buildings and associated grounds while providing outstanding customer service? Our division is responsible for maintaining and operating City owned buildings and our work encompasses everything from grounds upkeep and building envelope maintenance, to mechanical systems maintenance and repairs. Duties you may perform include pressure washing, painting, landscaping improvements, and assisting skilled maintenance staff with plumbing, electrical and HVAC work.

WATER DISTRIBUTION: Replacement of residential water meters throughout the community, light brush clearing, compile filed report data, shop cleaning, updating records, washing vehicles, cleaning and organizing division buildings, collecting field data related to private backflow prevention assemblies, removing vegetation surroundings water meter boxes and other duties as assigned.

WATER FILTRATION PLANT: Maintain facilities and landscaping around remote water pumping stations and reservoirs, brush clearing, weed eating, mowing, basic irrigation monitoring and repair, painting, cleaning, and other general labor.

WASTEWATER COLLECTION: Assist crews with general labor, light brush clearing in easements, manhole inspections, washing divisional equipment, warehouse And yard maintenance, updating records, compile field data and entering data into asset management computer program.

City of Grants Pass Human Resources
101 NW A Street
Grants Pass, Oregon 97526
541-450-6050

VISIT US AT WWW.GRANTSPASSOREGON.GOV